



MEMORANDUM

TO: Public School Superintendents
Public School Principals
Charter School Principals
Accredited Nonpublic School Principals

FROM: Pat Mapes, Director
Education Licensing and Development

DATE: August 5, 2009

SUBJECT: Update on IMAP program participation and completion

The purpose of this memo is to update you on how new teachers participating in IMAP should proceed relative to proposed changes in the IMAP program.

As the 2009-10 school year begins we are asking administrators not to use the TOLS system to enroll any 1st or 2nd year educators in IMAP. Instead, IMAP participation records should be kept at the building level. If your district assigns mentors, the OELD encourages you to use mentors who have at least 5 years experience and hold a 5-year license.

In regard to second year IMAP participants, the requirement for teachers and school service personnel to complete a portfolio and the online self assessment required of 2nd year administrators are currently on hold until the Office of Educator Licensing and Development and the Professional Standards Advisory Board have identified alternative IMAP assessment tools. We will provide guidance on year two IMAP completion as soon as those decisions have been made. In the meantime, please assure your 2nd year IMAP participants that they will have ample time and opportunity to complete the program by the end of the school year.

For those educators with a 46-47 license that need to complete a one-year internship, verification of completion of the internship can be sent on school letterhead. No prescribed form is needed. If you have questions, please contact Katie Russo, Coordinator for Assessment, Induction & Continuing Education at krusso@doe.in.gov for more information.